

# Covid-19 Safety Plan

## Site Hire - Outdoor Spaces

This COVID-19 Safety Plan will help you create & maintain a safe environment for your activity.

A COVID-19 Safety Plan must be completed to the best of your knowledge & returned to Sydney Olympic Park Authority at [sitehire@sopa.nsw.gov.au](mailto:sitehire@sopa.nsw.gov.au). If a COVID-19 Safety Plan is not returned prior to your booking date, Sydney Olympic Park Authority hold the right to cancel your booking.

### Guidance for completing this plan

Refer to the current Public Health orders: [legislation.nsw.gov.au/information/covid19-legislation](https://legislation.nsw.gov.au/information/covid19-legislation)  
 Consider and record the actions that you will put in place to keep people safe at your activity [nsw.gov.au/covid-19/how-to-protect-yourself-and-others](https://nsw.gov.au/covid-19/how-to-protect-yourself-and-others). As the hirer, it is your responsibility to monitor and comply with current NSW Government Public Health Orders. Failure to comply is a criminal offence. Police officers may issue a penalty notice in relation to any breaches.

**Please note that capacity set for sites, permits or wedding ceremonies are subject to change in line with the NSW Government Health Orders in place on the day of the booking.**

- Photography - up to 20 people
- Team Building/Fitness Classes - upon application
- Wedding at Arc of Pines or Treillage up to 200 people
- Picnic spaces & shelter hire: check the designated capacities for each site at: [sydneyolympicpark.com.au/Venue-Hire/Private-Events/Picnic-Spaces](https://sydneyolympicpark.com.au/Venue-Hire/Private-Events/Picnic-Spaces)

**At each hireable outdoor shelter the following is displayed:**

- A Service NSW Check In QR Code
- Posters promoting covid safe practices

Customer Name	
Booking Number	
Date of Event	
Location Booked	
Covid Safety Marshall (weddings only)	
Plan completed by	

CONSIDERATIONS	ACTIONS
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**Wellbeing of attendees - how will you:**

Ensure participants who have been exposed to COVID-19, or have travelled from overseas/restricted interstate locations do not attend?	
Remind participants not to attend if they are feeling unwell, & encourage them to get tested?	
Check that attending participants do not have symptoms on arrival & your course of action if they do?	

CONSIDERATIONS	ACTIONS
Ensure you are following the current health orders relating to vaccination status?	
Ensure suppliers & service providers you engage are following the current Public Health Orders and Covid-safe advice?	

### Physical Distancing - how will you:

Ensure capacity complies with the square metre guidelines per person (2m <sup>2</sup> outdoors) along with total group size for outdoor settings, set by the current Public Health Orders? Refer to table on page 1, indicating capacities for our spaces.	
Ensure your activities such as playing of music (wind instruments) & singing (particularly group singing) comply with current Public Health Orders?	
Arrange seating, tables & use markers in shared spaces or on equipment to ensure adequate physical distancing (1.5m) and avoid crowding?	
Ensure physical distancing (1.5m) is maintained in both within and immediately outside the hireable space?	
Manage having photos taken, to minimise crowding.	

Hireable spaces are cleaned by SOPA's site presentation team between hires. It is the responsibility of the hirer to clean hard & high touch surfaces on arrival, during the hire period & before departure. Hirers should bring their own cleaning supplies and hand sanitiser.

### Hygiene & Cleaning - how will you:

Ensure face masks are worn unless exempt, where physical distancing of 1.5m cannot be maintain?	
Promote good hand hygiene practices? (e.g. supply hand sanitiser, encourage hand washing)	
Reduce sharing of equipment & ensure equipment is cleaned with water & detergent, disinfectant or alcohol wipes between use?	
Serve food & drinks safely? (if applicable)	

Ensure hard surfaces (e.g. tables) are clean?	
Ensure that at any shared areas within the park where people gather, such as BBQ, toilets, water stations and playgrounds, that appropriate physical distancing is maintained where practical?	

Record Keeping - how will you:	
Ensure people have checked in using the Service NSW Check In QR code?	
Keep a record for yourself of participants who have attended, including a mobile number or email address? (you should keep this list for 28 days)	
Share this covid safety plan with staff, commercial suppliers (e.g. caterers, amusement providers) and guests.	
Ensure you have a copy of this plan available at your activity/class/meeting held in the hireable space?	

Other Notes:

**General Notes:**

- Please cooperate with any advice provided by Park Rangers or Security Rangers on the day of your activity to ensure everyone is kept COVID-19 safe.
- Sydney Olympic Park Authority continue to display signage regarding good hygiene practices and social distancing and continue to clean amenities throughout the park.
- In the event that First Aid is required, please contact the Park Rangers on 0408 864 798. In an Emergency situation call 000.